



The Administrative Support Pathway generally prepares individuals to perform the duties of administrative assistants and/or secretaries and stenographers.

It includes instruction in business communications, principles of business law, word processing and data entry, office machine operation and maintenance, office procedures, public relations, secretarial accounting, filing systems and records management, and report preparation.

*Some of these courses take place at Launch. Please consult with your School Counselor if interested in this Pathway.

College & Career Options

- Administrative Assistant
- Human Resources Specialist
- Bookkeeper
- Court Reporter
- Billing & Accounts Collector

Courses

Computer Tech I MOS/ Digital Literacy (060112) Grades 9-12

Learn

Use productivity software
Use information ethically
Operating system basics
Identify the societal impact of technology

Engage

Professional resume
Data analysis
Presentations
MOS certification

Accounting and Finance Foundations (060122) - Grades 10-12

Learn

Work and business ethics
Internet safety and e-commerce regulations
Banks and stock markets
Proprietorships, partnerships, and corporations

Engage

Letter of application, resume, and certificates
Merchandising operations
Tax form completion
Financial condition case studies

Computer Tech II/Office Administration (070743) - Grades 10-12

Learn

Internet use and security
Social media for business growth
Public speaking and oral presentation technique

Engage

Microsoft Office Specialist (MOS) certification
Professional visual aids
Resume development and job applications

Choose 1 of the following

Business and Marketing Essentials (060111) - Grades 8-10

Learn & Engage

Human Resources management
Use of information-technology tools
Kings Island Marketing Day

Ethical Leadership (Dual Credit - LEAD 200) - Grades 11-12

Learn & Engage

Manage internal and external business relationships to foster positive interactions
Fortune 50 Company - Innovation experience
Historical leadership site visits